

Position vacancy:

COMMERCIAL ASSISTANT

Announcement #06-227A

This supersedes Administrative Notice #227. Revisions made to Length of Hire and Basic Function of Position.

The U.S. Embassy in Tokyo is seeking an individual for a Commercial Assistant position.

OPEN TO: All Interested Candidates
POSITION: **Commercial Assistant** (Position number A78045)
* FSN-7, ** FP-7 (Full Performance Level)
OPENING DATE: November 24, 2006
CLOSING DATE: December 8, 2006
WORK HOURS: Full Time 40 hours/week
SALARY: *Ordinarily Resident FSN-7 ¥6,650,137 p.a. (Starting salary)
(Position Grade: FSN-7)
**Not-Ordinarily Resident FP-7 (Starting salary)
(Position Grade: FP-7 is confirmed by Washington)
LENGTH OF HIRE: Two years, renewable annually if budget and circumstances permit.

PLEASE NOTE:

1. Salary may vary depending on the qualifications of the successful candidate.
2. Only candidates selected for an interview will be contacted.
3. All ordinarily resident applicants must have the required residency permits to be eligible for consideration.
4. U.S. taxes are deducted for U.S. citizens and U.S. Legal Permanent Residents (green card holders).
5. The U.S. Embassy does not accept hand-delivered applications from outside the Embassy community. Please send by post, courier, fax, or e-mail. All applications received by the closing date will be accepted.

BASIC FUNCTION OF POSITION: The employee provides staff support, researching, identifying, and addressing market access and compliance issues in the Foreign Commercial Service's Compliance Unit. The employee also serves as the administrative manager of the Unit.

QUALIFICATIONS REQUIRED: All applicants must submit specific and comprehensive information supporting each selection criterion detailed below. Please see our website for more details: <http://japan.usembassy.gov>.

1. Education: University degree with specialization in business, commerce, economics, or other closely related field is required.
2. Prior Work Experience: Three years of progressively responsible experience in business, business consulting, business management or other fields closely related to international trade is required.
3. Language Proficiency: Level III (Good working knowledge) Speaking/Writing/Reading English and Level IV (Fluent) Japanese are required.
4. Knowledge: Familiarity with Japan's administrative, economic, and commercial structures, as well as relevant laws and regulations and other public policy practices affecting U.S. trade and investment in Japan is required.
5. Skills and Abilities: Ability to develop and cultivate contacts with key government and business representatives; ability to draft routine correspondence with minimal supervision; ability to prepare intermediate level translations of articles from Japanese to English; ability to prepare and administer unit budget; typing skills (minimum 40 wpm); basic research and analytical skills are required.

SELECTION PROCESS: When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current OR employees serving a probationary period, or NOR employees in the first 90 days of their appointment, are not eligible to apply.

TO APPLY: Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
 2. A current resume or curriculum vitae that provides the same information as OF-612; plus
 3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
 4. Ordinarily resident applicants must submit a copy of required residency permit. The U.S. Embassy does not sponsor work visas in Japan.
 5. Any other documentation (e.g., test scores, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
- Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html> or contact the Human Resources Office.

SUBMIT APPLICATION TO:

Human Resources Office
ATT: Elise Tokumasu
1-10-5, Akasaka, Minato-ku
Tokyo 107-8420
FAX: 03-3224-5818

Applications may be sent to tokyorecruitment@state.gov, however, the United States Government cannot guarantee the integrity, security, or privacy of information transmitted.

DEFINITIONS:

1. **AEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria: 1) US citizen; 2) Spouse or dependent who is at least age 18; 3) Listed on the travel orders of a Foreign, Civil, or Uniformed Service member permanently assigned to, or stationed at, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; 4) Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and 5) Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or Uniformed Services.
2. **EFM:** Family Members at least 18 listed on the travel orders of a Foreign or Civil Service or Uniformed Service member permanently assigned to, or stationed to, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. **Member of Household:** A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. **Not-Ordinarily Resident (NOR):** Typically NORs are US Citizen EFMs and EFMs of FS, GS, and Uniformed Service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: December 8, 2006

An Equal Opportunity Employer